CTE Data Portal & Accountability

For Secondary LEAs and CTEDs

Agenda

1. Introduction
2. Managing contacts
3. The coherent sequence
4. Enrollment reporting
5. Credentials reporting
6. Participants and Concentrators
7. Placement Survey reporting
8. CTE Data Portal reports
9. State Priority Funding
10. Local Responsibilities

SECTION 1

Introduction

Meet the **CTE Accountability** team.

Tammie Chavez, Enrollment Specialist

Janet Silao, Education Program Specialist

Donna Kerwin, CTE Business Analyst

Samuel Irvin, CTE Accountability Team Lead

The CTE Accountability team oversees all aspects of CTE data management and reporting, including the CTE Data Portal.

Please contact us at any time!

Contact info is online at
www.azed.gov/cte/data.

What is the **CTE Data Portal** and what is it used for?

- Arizona's CTE data management system

- Used to collect CTE program information, student-level enrollment, after-high school placements, credentials, etc.

- Used to track CTE participants and concentrators

- Used to calculate CTE State Priority funding

- Used to evaluate performance measures

Resources are available online.

CTE Accountability Website: www.azed.gov/cte/data

Other CTE Website Pages: www.azed.gov/cte

- Programs & Standards (www.azed.gov/cte/programs)

  - Approved Program Lists, including Coherent Sequence (program and course numbers)

  - Program information by program, including standards, program specialist contact info, etc.

- CTE Industry Credentials (www.azed.gov/cte/cte-industry-credentials)

  - CTE Industry Credentials lists

- Administrator Resources (www.azed.gov/cte/ctea)

  - All info shared at CTE Administrator's meetings is posted here

Website has been revised/simplified.

CTE Accountability Website: www.azed.gov/cte/data

Website has been revised/simplified.

All templates are now in one place.

Technical Assistance

- ADE/CTE will provide technical assistance to any participating district or CTED as needed as determined by the LEA or by ADE/CTE.

- As needed, ADE/CTE may request districts and/or CTEDs to attend and participate in targeted support meetings or training to strengthen their data reporting capacity.

- We believe that effective support is collaborative, systematic, targeted, flexible, customized, and results-driven.

FY 2023 CTE Data Portal Dates & Deadlines

Date	Event Description
October 3, 2022	Data collection begins
October 15, 2022	NOT A DEADLINE – Fall term data capture date
January 15, 2023	Fall term enrollment due in the CTE Data Portal
February 15, 2023	NOT A DEADLINE – Spring term data capture date
June 15, 2023	Spring term enrollment due in the CTE Data Portal 2022 Placement Surveys due in the CTE Data Portal
From June 15th to early July, the CTE Data Portal will close for enrollment and placement survey reporting. CTE staff will generate the participants/concentrators list, calculate preliminary funding (for State Priority grant recipients), and evaluate preliminary performance measures (for Perkins recipients).	
Early July	Enrollment and Placement Survey reporting re-open for adjustments
August 4, 2023	All finalized FY 2023 (FY 2022 Placement Survey) due in the CTE Data Portal, except FY 2023 Credentials
June 30, 2024	FY 2023 Credentials due in the CTE Data Portal

Accessing the CTE Data Portal through ADEConnect

Home / Career and Technical Education / Data

CTE Data and Accountability

CTE Data Portal

Useful tools and resources for LEA staff that report Career and Technical Education data. Resources for community colleges can be found on the CTE Postsecondary web page.

Important Dates & Deadlines   **LEA Responsibilities**   **CTE Administrator Resources**

▼ **CTE Data Portal User Guide & Training**

- CTE Data Portal User Guide - Coming Soon
- CTE Data & Accountability Handbook
- Instructions: Accessing the CTE Data Portal
- CTE Data Portal Training Presentation - Coming Soon
- Instructions: CTED/School Articulated Enrollment Discrepancy Report

Role in ADEConnect must be assigned by Entity Administrator.

Role is called **CTE Data Portal: Modify** for secondary LEAs

Access is reviewed/approved by ADE / CTE staff.

Page Features

Switch between schools in the district

View instructions

Change fiscal year

Show X entries

Column Sorting & Tool Tips

Search in table

View multiple pages

2023 Coherent Sequence

Campus Name: Arizona High School (CTDS: 00-00-00-201)
District Name: Arizona Union High School District (CTD: 00-00-00)

Click here for instructions

Fiscal Year: 2023

Show 10 entries   Search:

	Program Description	CTE Course Number	Course Title
	Air Force JROTC (NT-F)	2	Air Force JROTC I

Previous 1 2 3 4 Next

SECTION 2

Contacts

Contacts

Contacts   Help ▼

Welcome **District, CTE User** ! Log Off

Contacts

Click here for instructions

The missing contact titles are CTE Data Reporter, CTE Director, District Business Manager, District Superintendent.

Contacts Instructions:

- On an annual basis, all entities within the CTE Data Portal will be asked to provide contact information for specific positions prior to entering the application.
- This is to ensure that we have the most up-to-date contact information for primary system users.
- If an individual works in multiple roles for the entity, their information must be entered for each applicable position.
- All fields are required, except for a Phone Number Extension which is optional.
- Users will not be able to see any other CTE Data Portal functions or update data in the system until the required contact information is entered and saved.
- Entities can update existing contact information for an individual by clicking the "Modify" button and making necessary changes. If an individual is no longer working in the position they may also be deleted.
- To add a new contact, click on "Create New Contact" and enter all required fields (identified with *).
- Please Note: Based on the entity type (District, CTED or Community College), there are a minimum number of required contacts (which are listed in the "Title" drop down box).
- Whether you are modifying existing positions or adding a new contact, you must "Save Changes" to update the system.

Create New Contact

Show 50 ▼ entries   Search: [   ]

Action	Contact Title	Salutation	First Name	Last Name	Suffix	Email	Phone Number	Phone Extension	Modified Date
				No data available in table					

Showing 0 to 0 of 0 entries   Previous   Next

14

14

Contacts

Contacts Instructions

- On an annual basis, all entities within the CTE Data Portal will be asked to provide contact information for specific positions prior to entering the application.
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- Users will not be able to see any other CTE Data Portal functions or update data in the system until the required contact information is entered <u>and</u> saved.
- Entities can update existing contact information for an individual by clicking the "Modify" button and making necessary changes. If an individual is no longer working in the position they may also be deleted.
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- Please Note: Based on the entity type (District, CTED or Community College), there are a minimum number of required contacts (which are listed in the "Title" drop down box).
- Whether you are modifying existing positions or adding a new contact, you must "Save Changes" to update the system.

Contacts

Contact Record

Salutation: *	- Select Salutation -
First Name: *	
Last Name: *	
Suffix:	
District:	High School District
Title: *	- Select Contact Title -
Email: *	

- Select Contact Title -
CTE Director
CTE Data Reporter
District Business Manager
District Superintendent
Student Information System SIS Data Reporter
Career Awareness Development Director

Phone Number: *

Phone Number Extension:

Complete form for each required contact type.

Contacts

The missing contact titles are CTE Data Reporter, CTE Director, District Business Manager, District Superintendent.

> Once all required contacts are entered, system is "unlocked".

CTE Data Portal

Home Contacts Coherent Sequence Enrollment ▾ Participant/Concentrator Placement Survey Credentials Upload ▾ Exemption Reports ▾ Help ▾

Contacts

Click here for instructions

Create New Contact

Show 50 entries   Search: [   ]

Action	Contact Title	Salutation	First Name	Last Name	Suffix	Email	Phone Number	Phone Extension	Modified Date
Modify Delete	CTE Director	Mrs.	Edna	Educator		Edna.Educator@testschool.net	602-364-1946		
Modify Delete	CTE Data Reporter	Mr.	Dan	DataGuy		Data.Dataguy@testschool.net	602-364-1946		
Modify Delete	District Business Manager	Ms.	Betty	Business		Betty.Business@testschool.net	602-364-1946		
Modify Delete	District Superintendent	Dr.	Sarah	Super		Sarah.Super@testschool.net	602-364-1946		

Showing 1 to 4 of 4 entries   Previous 1 Next

18

Contacts

- Be sure to keep the district contacts updated as changes in staffing occur.
  - Click Modify next to any contact to make a change.
  - Click Delete next to any contact to remove the contact.
    - Note: if you delete a required contact, the system will be "locked" until the required contact is added again.

- A single individual may be listed for more than one contact type.
- More than one individual can be listed for each contact type (as separate records).

Home Page

Watch for announcements from CTE.

Welcome to the CTE Data Portal!

Announcements

CTE Data Portal will open for FY 2023 coherent sequence updates, enrollment reporting, and FY 2022 Placement Survey in October 2022.

8/29/2022: Visit the revised CTE Data & Accountability website here: www.azed.gov/cte/data. Be sure favorite/bookmark the new site and remove any old favorites/bookmarks!

Timeline/Calendar

Click to View Dates and Deadlines

CTE Data Portal Status

View the open/closed status and due date for each CTE Data Portal reporting component.

Item	Status	Due Date
2022 Coherent Sequence	CLOSED	August 19, 2022
2022 Enrollment	CLOSED	August 19, 2022
2022 Credentials	OPEN	June 30, 2023
2021 Placement Survey	CLOSED	August 19, 2022

Keep an eye on upcoming deadlines for data reports.

Google Calendar

Add the CTE Accountability calendar to your own by clicking "+Google Calendar" in the bottom right corner and stay up-to-date with CTE Accountability & CTE Data Portal deadlines. Calendar applies to secondary LEAs (districts & CTED).

20
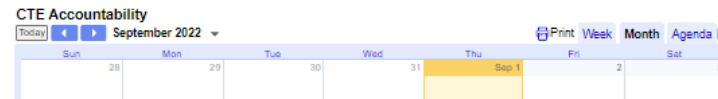
SECTION 3

Coherent Sequence

What is a **Coherent Sequence**?

- Simply, a **Coherent Sequence** shows the programs and courses within those programs offered at each participating school.

- Schools must offer a full, (coherent) sequence of courses as part of an approved CTE program.

- Each program has a required number of courses that the school must offer if offering the program.

- Full coherent sequence for every state-approved program: www.azed.gov/cte/programs

Coherent Sequence

Coherent Sequence

Nonarticulated:
Taught on school campus by district teachers

Articulated:
Taught at another location, such as at a CTED or Community College

Coherent Sequence

CTE Data Portal

Home   Contacts   Coherent Sequence   Enrollment ▾   Participant/Concentrator   Placement Survey   Credentials   Upload ▾   Exemption   Reports ▾   Help ▾

Arizona Union High School District (000000)

2023 Coherent Sequence

Campus Name: Arizona High School (CTDS: 00-0...)
District Name: Arizona Union High School District (CTD: 00-...)

Create New Program

FY 2022 Coherent Sequence is "rolled over" into FY 2023 for convenience.

Districts must still review and make any adjustments as needed.

...SEQUENCE ...ubmit the coherent sequence to ADE. Any changes to the coherent sequence will require re-finalization.

Fiscal Year: 2023 ▾

NonArticulated Programs

Show 10 entries   Search:

	Action	Program		CTE Course Number	Course Title	Modified Date
☐	Modify	28010100		28010110	Air Force JROTC I	
☐	Modify	28010100		28010120	Air Force JROTC II	
☐	Modify	28010100				
☐	Modify	28010100				
☐	Modify	46040020	Construction Technologies (NT-F)			
☐	Modify	46040020	Construction Technologies (NT-F)			
☐	Modify	46040020	Construction Technologies (NT-F)			
☐	Modify	13121000	Early Childhood Education (NT-M)			
☐	Modify	13121000	Early Childhood Education (NT-M)			
☐	Modify	13121000	Early Childhood Education (NT-M)			

New LEAs must create a coherent sequence.

Showing 1 to 10 of 32 entries   Previous   1   2   3   4   Next

Articulated Programs

Show 10 entries   Search:

	Action	Program	Program Description	CTE Course Number	Course Title	Articulated Course Provided By (participating at other than the school of record)	Modified Date
☐	Modify	12040900	Aesthetics (NT-M)	12040910	Aesthetics I	West-MEC - Northwest Campus	
☐	Modify	12040900	Aesthetics (NT-M)	12040920	Aesthetics II	West-MEC - Northwest Campus	
☐	Modify	47060050	Aircraft Mechanics (NT-F)	47060014	Aircraft Mechanics I	West-MEC - Central Campus	
☐	Modify	47060050	Aircraft Mechanics (NT-F)	47060050	Aircraft Mechanics II	West-MEC - Central Campus	
☐	Modify	47060050	Aircraft Mechanics (NT-F)	47060055	Aircraft Mechanics III	West-MEC - Central Campus	
☐	Modify	47060050	Aircraft Mechanics (NT-F)	47060060	Aircraft Mechanics IV	West-MEC - Central Campus	
☐	Modify	47060030	Automotive Collision Repair (NT-F)	47060012	Automotive Collision Repair I	West-MEC - Northeast Campus	
☐	Modify	47060030	Automotive Collision Repair (NT-F)	47060030	Automotive Collision Repair II	West-MEC - Northeast Campus	
☐	Modify	47060030	Automotive Collision Repair (NT-F)	47060035	Automotive Collision Repair III	West-MEC - Northeast Campus	
☐	Modify	47060030	Automotive Collision Repair (NT-F)	47060039	Automotive Collision Repair IV	West-MEC - Northeast Campus	

Showing 1 to 10 of 148 entries   Previous   1   2   3   4   5   ...   15   Next

Coherent Sequence – Adding a program

Home Contacts Coherent Sequence Enrollment ▾ Participant/Concentrator Placement Survey Credentials Upload ▾ Exemption Reports ▾ Help ▾

Arizona Union High School District (000000)

2023 Coherent Sequence

Click here for instructions

FINALIZE COHERENT SEQUENCE

Click the Finalize button to submit the coherent sequence to ADE. Any changes to the coherent sequence will require re-finalization.

Fiscal Year: 2023 ▾

Campus Name: Arizona High School (CTDS: 00-00-00-201) ▾
District Name: Arizona Union High School District (CTD: 00-00-00)

Create New Program

To add a program to the coherent sequence, click **Create New Program**

NonArticulated Prog...

Show 10 entries   Search:

	Action			CTE Course Number	Course Title	Modified Date
☐	Modify			28010110	Air Force JROTC I	
☐	Modify			28010120	Air Force JROTC II	
☐	Modify	28010100	Air Force JROTC (NT-F)	28010130	Air Force JROTC III	
☐	Modify	28010100	Air Force JROTC (NT-F)	28010140	Air Force JROTC IV	
☐	Modify	46040020	Construction Technologies (NT-F)	46040011	Construction Technologies I	
☐	Modify	46040020	Construction Technologies (NT-F)	46040020	Construction Technologies II	
☐	Modify	46040020	Construction Technologies (NT-F)	46040075	Construction Technologies Internship	
☐	Modify	13121000	Early Childhood Education (NT-M)	13121010	Early Childhood Education I	
☐	Modify	13121000	Early Childhood Education (NT-M)	13121020	Early Childhood Education II	
☐	Modify	13121000	Early Childhood Education (NT-M)	13121075	Early Childhood Education Internship	

Showing 1 to 10 of 32 entries   Previous 1 2 3 4 Next

Articulated Programs

Show 10 entries   Search:

	Action	Program	Program Description	CTE Course Number	Course Title	Articulated Course Provided By (participating at other than the school of record)	Modified Date
☐	Modify	12040900	Aesthetics (NT-M)	12040910	Aesthetics I	West-MEC - Northwest Campus	
☐	Modify	12040900	Aesthetics (NT-M)	12040920	Aesthetics II	West-MEC - Northwest Campus	
☐	Modify	47060050	Aircraft Mechanics (NT-F)	47060014	Aircraft Mechanics I	West-MEC - Central Campus	
☐	Modify	47060050	Aircraft Mechanics (NT-F)	47060050	Aircraft Mechanics II	West-MEC - Central Campus	
☐	Modify	47060050	Aircraft Mechanics (NT-F)	47060055	Aircraft Mechanics III	West-MEC - Central Campus	
☐	Modify	47060050	Aircraft Mechanics (NT-F)	47060060	Aircraft Mechanics IV	West-MEC - Central Campus	
☐	Modify	47060030	Automotive Collision Repair (NT-F)	47060012	Automotive Collision Repair I	West-MEC - Northeast Campus	
☐	Modify	47060030	Automotive Collision Repair (NT-F)	47060030	Automotive Collision Repair II	West-MEC - Northeast Campus	
☐	Modify	47060030	Automotive Collision Repair (NT-F)	47060035	Automotive Collision Repair III	West-MEC - Northeast Campus	
☐	Modify	47060030	Automotive Collision Repair (NT-F)	47060039	Automotive Collision Repair IV	West-MEC - Northeast Campus	

Showing 1 to 10 of 148 entries   Previous 1 2 3 4 5 ... 15 Next

Coherent Sequence

- In the Program Name drop-down, select the program you wish to add.

Coherent Sequence

- Once a program is selected, the courses within that program are displayed.

- Each program has Required and Additional courses.

- Required courses are outlined in red and must be added for the program to be saved.

- Required courses may be added again as Additional courses if the course location is different.

Adding **Nonarticulated** Programs

To add a required course:

1. Click Modify to the far right of the course.

2. The course will be displayed at the top of the grid.

3. Click Update to the far right of the course at the top of the grid.

To add an additional course:

1. Select the course you wish to add in the "CTE Course Name" drop-down in the Additional Courses section.

2. Click Add to the far right of the course.

Adding **Articulated** Programs

To add a required course:

1. Click Modify to the far right of the course.

2. The course will be displayed at the top of the grid.

3. Select the course location from the drop-down.

4. Click Update to the far right of the course at the top of the grid.

To add an additional course:

1. Select the course you wish to add in the "CTE Course Name" drop-down in the Additional Courses section.

2. Select the course location from the drop-down.

3. Click Add to the far right of the course.

Coherent Sequence

- Once all courses are added, click [Save All Changes] to save the program to the coherent sequence.

- To close the popup box without saving the program to the coherent sequence, click [Cancel & Close]

Coherent Sequence – Modifying an existing program

To modify a program already on the coherent sequence, click Modify next to any course within the program you wish to modify.

Coherent Sequence – Modifying an existing program

Available modifications include:

- Adding a course to an existing program

- Removing an additional course from an existing program
  - You cannot remove required courses without deleting the entire program.

- Changing the articulated location, including switching between articulated and nonarticulated

Coherent Sequence – Modifying Existing Courses

To update the Articulated location

Same process for nonarticulated and articulated courses, required or additional

1. Click Modify to the far right of the course you wish to change.

2. The course will be displayed at the top of the grid.

3. Make your change to the articulated location.

4. Click Update to the far right of the course at the top of the grid.

5. Be sure to save your changes!

Coherent Sequence – Deleting an existing program

Home   Contacts   Coherent Sequence   Enrollment ⌄   Participant/Concentrator   Placement Survey   Credentials   Upload ⌄   Exemption   Reports ⌄   Help ⌄

Arizona Union High School District (000000)

2023 Coherent Sequence

Click here for instructions

FINALIZE COHERENT SEQUENCE

Click the Finalize button to submit the coherent sequence to ADE. Any changes to the coherent sequence will require re-finalization.

Fiscal Year: 2023 ⌄

Campus Name: Arizona High School (CTDS: 00-00-00-201)

District Name: Arizona Union High School District (CTD: 00-00-00)

Create New Program

NonArticulated Programs

Show 10 entries   Search:

	Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
☐	Modify	28010100	Air Force JROTC (NT-F)	28010110	Air Force JROTC I	
☐	Modify	28010100	Air Force JROTC (NT-F)	28010120	Air Force JROTC II	
☐	Modify	28010100	Air Force JROTC (NT-F)	28010130	Air Force JROTC III	
☐	Modify	28010100	Air Force JROTC (NT-F)	28010140	Air Force JROTC IV	
☐	Modify	46040020	Construction Technologies (NT-F)	46040011	Construction Technologies I	
☐	Modify	46040020	Construction Technologies (NT-F)	46040020	Construction Technologies II	
☐	Modify	46040020	Construction Technologies (NT-F)	46040075	Construction Technologies Internship	
☐	Modify	13121000	Early Childhood Education (NT-M)	13121010	Early Childhood Education I	
☐	Modify	13121000	Early Childhood Education (NT-M)	13121020	Early Childhood Education II	
☐	Modify			13121075	Early Childhood Education Internship	

Showing 1 to 10 of 32 entries   Previous 1 2 3 4 Next

Articulated Programs

Show 10 entries   Search:

	Action	Program	Prog	Course Title	Articulated Course Provided By (participating at other than the school of record)	Modified Date
☐	Modify	12040900	Aesthe	Aesthetics I	West-MEC - Northwest Campus	
☐	Modify	12040900	Aesthe	Aesthetics II	West-MEC - Northwest Campus	
☐	Modify	47060050	Aircraft	Aircraft Mechanics I	West-MEC - Central Campus	
☐	Modify	47060050	Aircraft	Aircraft Mechanics II	West-MEC - Central Campus	
☐	Modify	47060050	Aircraft Mechan	Aircraft Mechanics III	West-MEC - Central Campus	
☐	Modify	47060050	Aircraft Mechanics (NT-F)	47060060	Aircraft Mechanics IV	West-MEC - Central Campus	
☐	Modify	47060030	Automotive Collision Repair (NT-F)	47060012	Automotive Collision Repair I	West-MEC - Northeast Campus	
☐	Modify	47060030	Automotive Collision Repair (NT-F)	47060030	Automotive Collision Repair II	West-MEC - Northeast Campus	
☐	Modify	47060030	Automotive Collision Repair (NT-F)	47060035	Automotive Collision Repair III	West-MEC - Northeast Campus	
☐	Modify	47060030	Automotive Collision Repair (NT-F)	47060039	Automotive Collision Repair IV	West-MEC - Northeast Campus	

Showing 1 to 10 of 148 entries   Previous 1 2 3 4 5 ... 15 Next

> To delete a program already on the coherent sequence, click Modify next to any course within the program you wish to delete.

Coherent Sequence – Deleting the entire program

To delete an entire program

1. Click Delete Entire Program .

2. You will be prompted by your browser with a question – "Are you sure you want to delete the entire program?
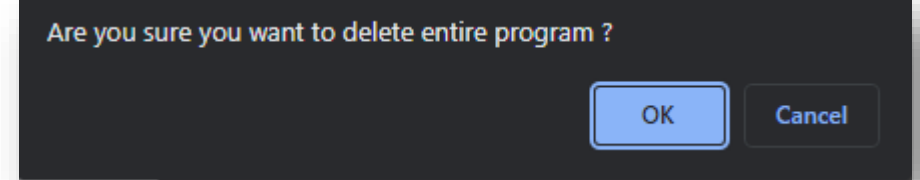
3. Click <u>Yes</u> or <u>OK</u> in the browser prompt.

4. You will be returned to the main coherent sequence page and the program will be deleted.

Coherent Sequence – Copying Courses to another school in the district

To copy a course to another school within the district, check the box to the left of the course(s) you want to copy.

Then, select the school you want to copy the courses to and click Copy Selected Records.

2023 Coherent Sequence   Click here for instructions

FINALIZE COHERENT SEQUENCE

Click the Finalize button to submit the coherent sequence to ADE. Any changes to the coherent sequence will require re-finalization.

Campus Name: Arizona High School (CTDS: 00-00-00-201)
District Name: Arizona Union High School District

Create New Program

NonArticulated Programs

School Name: Big Ditch High School (CTDS: 00-00-00-202)   Copy Selected Records   **4 Records Selected to Copy**

Show 10 entries

	Action	Program	
☑	Modify	28010100	
☑	Modify	28010100	
☑	Modify	28010100	
☑	Modify	28010100	
☐	Modify	49010000	Air Transportation (NT-F)
☐	Modify	49010000	Air Transportation (NT-F)
☐	Modify	49010000	Air Transportation (NT-F)
☐	Modify	49010000	Air Transportation (NT-F)
☐	Modify	49010000	Air Transportation (NT-F)
☐	Modify	46040020	Construction Technologies (NT-F)

Showing 1 to 10 of 37 entries

Coherent Sequence – Finalizing

CTE Data Portal

Home Contacts Coherent Sequence Enrollment ▾ Participant/Concentrator Placement Survey Credentials Upload ▾ Exemption Reports ▾ Help ▾

Arizona Union High School District (000000)

2023 Coherent Sequence

Click here for instructions

FINALIZE COHERENT SEQUENCE

Click the Finalize button to submit the coherent sequence to ADE. Any changes to the coherent sequence will require re-finalization.

Fiscal Year: 2023

Campus Name: Arizona High School (CTDS: 00-00-00-201)
District Name: Arizona Union High School District (CTD: 00-00-00)

Create New Program

NonArticulated Programs

Show 10 entries   Search:

☐	Action	Program	Program Description	CTE Course Number		Modified Date
☐	Modify	28010100	Air Force JROTC (NT-F)	28010110		
☐	Modify	28010100	Air Force JROTC (NT-F)	28010120		
☐	Modify	28010100	Air Force JROTC (NT-F)	28010130		
☐	Modify	28010100	Air Force JROTC (NT-F)	28010140		
☐	Modify	46040020	Construction Technologies (NT-F)	46040011		
☐	Modify	46040020	Construction Technologies (NT-F)	46040020		
☐	Modify	46040020	Construction Technologies (NT-F)	46040075	Construction Technologies Internship	
☐	Modify	13121000	Early Childhood Education (NT-M)	13121010	Early Childhood Education I	
☐	Modify	13121000	Early Childhood Education (NT-M)	13121020	Early Childhood Education II	
☐	Modify	13121000	Early Childhood Education (NT-M)	13121075	Early Childhood Education Internship	

Showing 1 to 10 of 32 entries   Previous 1 2 3 4 Next

Articulated Programs

Show 10 entries   Search:

☐	Action	Program	Program Description	CTE Course Number	Course Title	Articulated Course Provided By (participating at other than the school of record)	Modified Date
☐	Modify	12040900	Aesthetics (NT-M)	12040910	Aesthetics I	West-MEC - Northwest Campus	
☐	Modify	12040900	Aesthetics (NT-M)	12040920	Aesthetics II	West-MEC - Northwest Campus	
☐	Modify	47060050	Aircraft Mechanics (NT-F)	47060014	Aircraft Mechanics I	West-MEC - Central Campus	
☐	Modify	47060050	Aircraft Mechanics (NT-F)	47060050	Aircraft Mechanics II	West-MEC - Central Campus	
☐	Modify	47060050	Aircraft Mechanics (NT-F)	47060055	Aircraft Mechanics III	West-MEC - Central Campus	
☐	Modify	47060050	Aircraft Mechanics (NT-F)	47060060	Aircraft Mechanics IV	West-MEC - Central Campus	
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☐	Modify	47060030	Automotive Collision Repair (NT-F)	47060035	Automotive Collision Repair III	West-MEC - Northeast Campus	
☐	Modify	47060030	Automotive Collision Repair (NT-F)	47060039	Automotive Collision Repair IV	West-MEC - Northeast Campus	

Showing 1 to 10 of 148 entries   Previous 1 2 3 4 5 … 15 Next

> Once complete, click the red __Finalize__ button to submit the coherent sequence to the Department. If any changes occur after finalizing, be sure to finalize again.

A couple of notes about the coherent sequence…

- The coherent sequence is reviewed as part of your Perkins grant (for Perkins grant recipients)

- Courses must be listed on the coherent sequence to report enrollment for that course.

- You cannot modify or remove courses if enrollment exists for that course.

- Programs with no enrollment for two consecutive years are moved to the Inactive Programs section of the main page.
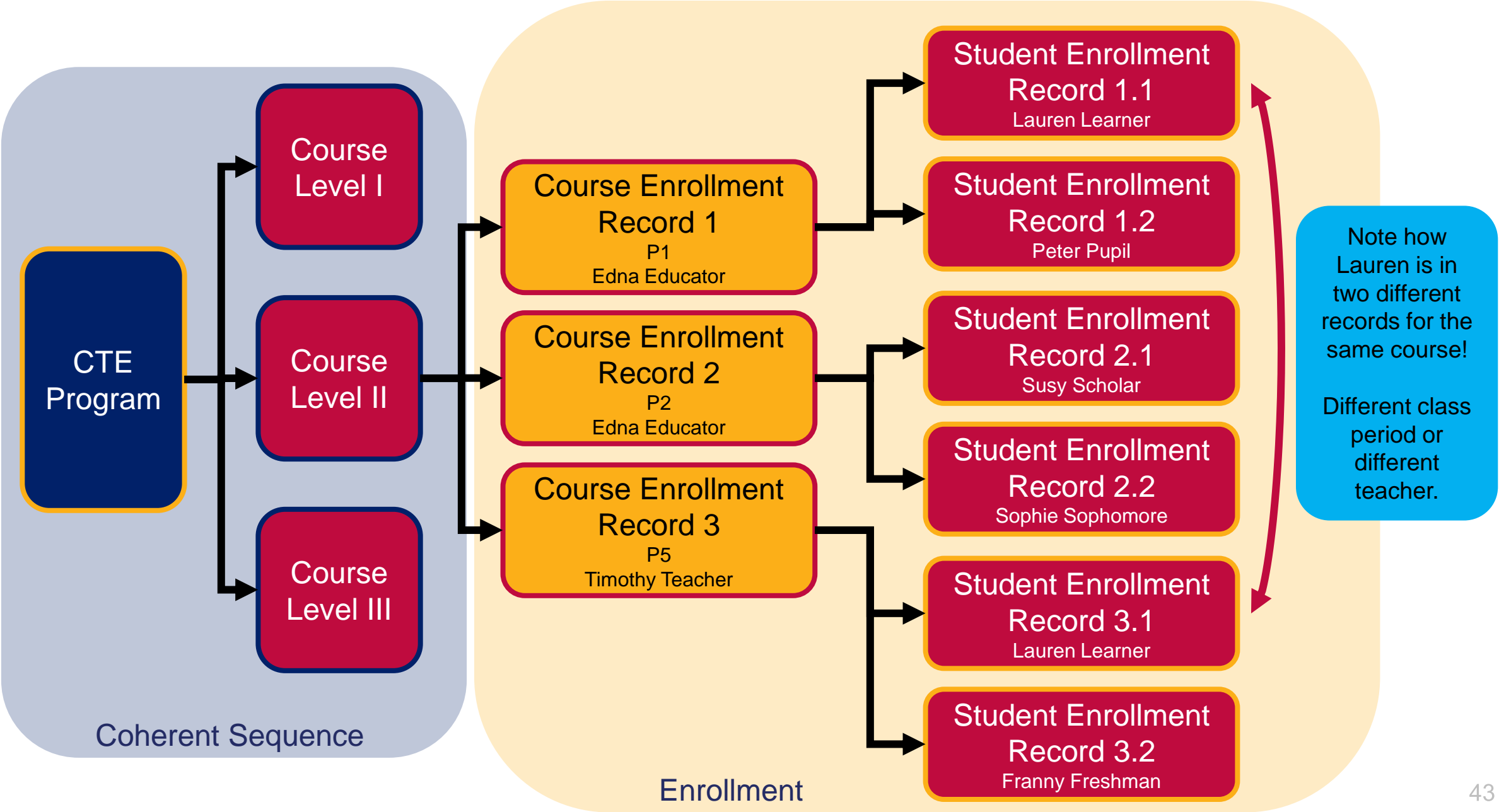
SECTION 4

Enrollment Reporting

Enrollment Reporting

- LEAs must report student-level enrollment in all CTE course.

- Accurate enrollment data is critical – enrollment and credits are used to track participants and concentrators, to calculate your CTE State Priority grant allocation (for grant recipients), and to create a variety of reports.

- Enrollment may be reported for any course on the coherent sequence.

- Enrollment may be bulk uploaded or entered manually for each individual student record.

Enrollment Reporting Data Capture Dates

- Each term has a "data capture date" – schools should report a "snapshot" of enrollment as of this date.

- The data capture date is not a deadline itself; it is the date on which students should be enrolled (on the roster) to be included in that term's enrollment report.

- Students only need to be enrolled, not in actual attendance, such as absences, school breaks, weekends, etc.

- Fall term – October 15

- Spring term – February 15

How are Enrollment Records Organized?

43

Enrollment Reporting Records

- Think of each **Course Enrollment Record** as a class section – a unique set of students differentiated by:

  - School

  - Term

  - Program

  - Course

  - Class Period

  - Local Course Title

  - Teacher

  - Course Location (if articulated)

44

Enrollment – Main Page

Click Detail/Modify to open a course enrollment record to see the individual students within.

Main page shows **Course Enrollment Records**, each of which contains **Student Enrollment Records.**

Enrollment – Manual Entry

CTE Data Portal

Home   Contacts   Coherent Sequence   Enrollment ▾   Participant/Concentrator   Placement Survey   Credentials   Upload ▾   Exemption   Reports ▾   Help ▾

Delete All Fall Courses

FINALIZE FALL ENROLLMENT

2023 Fall Course Enrollment

Click here for instructions

The Finalize Enrollment Button is disabled for one or more of the reasons stated below:
1. There is no data to finalize.
2. Justification is not provided for Locally Discontinued program which have a Diversified Cooperative Education (DCE) /Cooperative Education (CO-OP)/Internship standalone course.

Fiscal Year: 2023

Campus Name: Arizona Union High School (CTDS: 00-00-00-201) ▾
District Name: Arizona Union High School (CTD: 00-00-00)

Create Course Enrollment Record

Click <u>Create Course Enrollment Record</u>
to create a new class.

NonArticulated Enrollments

Show 50 entries   Search: [   ]

Action	Program	Program Description	CTE Course Number	Course Title	Local Course Title	Period	Grade Total
Delete Modify	46040020	Construction Technologies (NT-F)	46040011	Construction Technologies I	TEST A Construction	3A	0
Delete Modify	46040020	Construction Technologies (NT-F)	46040020	Construction Technologies II	TEST B Construction	3B	0

Showing 1 to 2 of 2 entries   Previous   1   Next

Articulated Enrollments

Enrollment – Manual Entry

Course Enrollment Record

Course Enrollment record will be created at: Arizona Union High School (CTDS: 000000201). Individual students can be added once the course is created.

Course Information

Term: Fall FY 2022-2023

Select CTE Program: *

- Select Program Name -

🔍

- Select Program Name -

01830100 : Veterinary Assisting

11020200 : Software and App Design

11199900 : Network Security

12040000 : Cosmetology and Related Services

12040900 : Aesthetics

12050000 : Culinary Arts

13121000 : Early Childhood Education

14100100 : Electronic Technologies

15050600 : Water Quality and Wastewater Treatment

To begin, select a program. This list comes from your school's coherent sequence.

Enrollment – Manual Entry

Course Enrollment Record

Course Enrollment record will be created at: Arizona Union High School (CTDS: 000000201). Individual students can be added once the course is created.

Course Information

Term: Fall FY 2022 - 2023

Select CTE Program: * 01830100 : Veterinary Assisting

Select CTE Course: * 01830110 : Veterinary Assisting I

Local Course Title: *

Period: *

Course Location Information

Course Location: * - Select School Name -

Cancel & Close

Once a program is selected, choose the specific course.

Then, type the local course title and the class period.

Enrollment – Manual Entry

Course Enrollment Record

Course Enrollment record will be created at: Arizona Union High School (CTDS: 000000201). Individual students can be added once the course is created.

Course Information

Term: Fall FY 2022 - 2023

Select CTE Program: * 01830100 : Veterinary Assisting ▼

Select CTE Course: * 01830110 : Veterinary Assisting I ▼

Local Course Title: * Vet Assisting 1-2

Period: * 4

Course Location Information

Course Location: *

- Select School Name - ▲

🔍

- Select School Name -

West-MEC - Northeast Campus (CTDS: 070802283)

West-MEC - Northwest Campus (CTDS: 070802251)

West-MEC - Southwest Campus (CTDS: 070802350)

Cancel & Close

Select the course location. These come from the coherent sequence.

Enrollment – Manual Entry

Course Enrollment Record

Course Enrollment record will be created at: Arizona Union High School (CTDS: 000000201). Individual students can be added once the course is created.

Course Information

Term: Fall FY 2022 - 2023

Select CTE Program:* 28010100 : Air Force JROTC ▼   Select CTE Course:* 28010110 : Air Force JROTC I ▼

Local Course Title:* Air Force JROTC   Period:* 4

Course Location Information

Course Location: * Arizona Union High School ▼   Enrollment Type: Non-Articulated

Teacher Information

Educator ID(EIN):* [   ]   Search

Cancel & Close

For nonarticulated courses, you must still select the high school/SOR.

Enrollment – Manual Entry

Course Enrollment Record

Course Enrollment record will be created at: Arizona Union High School (CTDS: 000000201). Individual students can be added once the course is created.

Course Information

Term: Fall FY 2022 - 2023

Select CTE Program:* 01830100 : Veterinary Assisting

Select CTE Course:* 01830110 : Veterinary Assisting I

Local Course Title:* Vet Assisting 1

Period:* 1

Course Location Information

Course Location: * West-MEC - Northeast Campus (CTDS: 070802283)

Enrollment Type: Articulated

Teacher Information

Educator ID(EIN):* 1234567   Search

EIN found.

If the course is taught at a high school or CTED central campus, provide the teacher's EIN and click search.

Educator Id: 1234567

Teacher Name: Edna Educator

Email Address: Edna.Educator@azhighschool.org

Appropriately Certified: Yes

If found, the teacher's information will be displayed. Provide the teacher's email address.

Create Course   Cancel & Close

Enrollment – Manual Entry

Course Enrollment Record

Course Enrollment record will be created at: Arizona Union High School (CTDS: 000000201). Individual students can be added once the course is created.

Course Information

Term: Fall FY 2022 - 2023

Select CTE Program:* 01830100 : Veterinary Assisting   Select CTE Course:* 01830110 : Veterinary Assisting I

Local Course Title:* Vet Assisting 1-2   Period:* 1

Course Location Information

Course Location: * West-MEC - Northeast Campus (CTDS: 070802283)   Enrollment Type: Articulated

Teacher Information

Educator ID(EIN):* 4276726   Search

Warning – Teacher is not appropriately certified to teach this CTE program/course. You may create the record with this teacher, but course will not be eligible for funding.

Educator Id: 4276726   Teacher Name: Ana Irvin
Email Address: Ana.Irvin@azhighschool.org   Appropriately Certified: No

Create Course   Cancel & Close

If found, but not properly certified, a warning message will appear.

52

Enrollment – Manual Entry

Course Enrollment Record

Course Enrollment record will be created at: Arizona Union High School (CTDS: 000000201). Individual students can be added once the course is created.

Course Information

Term: Fall FY 2022 - 2023

Select CTE Program:* 01830100 : Veterinary Assisting ▼   Select CTE Course:* 01830110 : Veterinary Assisting I ▼

Local Course Title: Vet Assisting 1   Period:* 1

Course Location Information

Course Location: * West-MEC - Northeast Campus (CTDS: 070802283) ▼   Enrollment Type: Articulated

Teacher Information

Educator ID(EIN):* 1234567   Search

EIN not found

If not found, an error will be displayed. Retype the EIN and click search to search again.

Create Course   Cancel & Close

Enrollment – Manual Entry – Postsecondary Courses

Course Enrollment Record

Course Enrollment record will be created at: Arizona Union High School (CTDS: 000000201). Individual students can be added once the course is created.

Course Information

Term: Fall 2023

Select CTE Program:* 12050000 : Culinary Arts   Select CTE Course:* 12050010 : Culinary Arts I

Local Course Title: Cooking Fundamentals   Period:* MWF 9:00 - 9:50

Course Location Information

Course Location: * West-MEC - Estrella Mt Community College (CTDS: 0708022...   Enrollment Type: Articulated

Postsecondary Teacher Information

First Name: * Edna   Last Name: * Educator

Teacher Email Address: * Edna.Educator@arizonacollege.edu

Create Course   Cancel & Close

If the course is taught at a community college, provide the teacher's name and email address.

Enrollment – Manual Entry

- Once a course is created, you will see the Course Enrollment Record.

- This is equivalent to a class section/class period.

- Right after the record is created, there will be no student records within it.

- Click Add Student to add a single student record one at a time.

Course Enrollment Record

Course Enrollment record will be created at: Arizona Union High School (CTDS: 000000201). Individual students can be added once the course is created.

Course Information

Term: Fall FY 2022 - 2023

Program Number & Name: 01830100 : Veterinary Assisting (NT-M)   **CTE Course Number & Name:** 01830110 Veterinary Assisting I

Local Course Title: Vet Assisting 1   **Period:*** 1

Course Location Information

Course Location: West-MEC - Northeast Campus   **Enrollment Type:** Articulated

Teacher Information

Educator Id: 1234567   **Teacher Name:** Edna Educator

Email Address: Edna.Educator@azhighschool.org   **Appropriately Certified:** Yes

Enrollment Counts

Grade Count: | **Grade 9:** 0 | **Grade 10:** 0 | **Grade 11:** 0 | **Grade 12:** 0

Gender Count: | **Female:** 0 | **Male:** 0

Special Population: | **Special Needs:** 0 | **Economically Disadvantaged:** 0 | **Single Parent:** 0 | **Non-Trad Gender:** 0

| **English Learner:** 0 | **Homeless:** 0 | **Foster Care:** 0 | **Military Parent Active Duty** 0

| **Migrant:** 0

Student Details

Add Student

Enrollment – Manual Entry

Student Enrollment Record

Course Enrollment Details

Student will be added to following Course Enrollment record:

Term:	Fall FY 2022 - 2023
School:	Arizona Union High School (CTDS: 000000201)
CTE Program Number:	01830100
CTE Program Name:	Veterinary Assisting (NT-M)
CTE Course Number:	01830110
CTE Course Name:	Veterinary Assisting I
Local Course Title:	Vet Assisting 1
Class Period:	1
Articulated Location:	Articulated

Student Details

Student ID(SUID)* : `0`   [Search]

[Add Student] [Cancel & Close]

The "Add Student" screen shows information on where the student record will be added.

Type the student's ADE-issued SUID in the search field and click Search.

Enrollment – Manual Entry

Student Enrollment Record

Course Enrollment Details

Student will be added to following Course Enrollment record:

Term: Fall FY 2022 - 2023
School: Arizona Union High School (CTDS: 000000201)
CTE Program Number: 01830100
CTE Program Name: Veterinary Assisting (NT-M)
CTE Course Number: 01830110
CTE Course Name: Veterinary Assisting I
Local Course Title: Vet Assisting 1
Class Period: 1
Articulated Location: Articulated

Student Details

Student ID(SUID)*: 13144169   Search

Student Id: 13144169
Student Name: Lauren Learner
Student Date Of Birth: 12/1/2007
Student Grade Level: 9
Student Gender: Female
Student Race/Ethnicity: White
Student Type*: CTE participating public sc... ▼
Credit Earned: 0.5

Add Student   Cancel & Close

Student ID found.

If found, the student's information will be displayed.

Select a student type from the dropdown and type the number of credits earned.

Remember that credits are by term!

Click Add Student to add the student to the course record.

Enrollment – Manual Entry

Student Enrollment Record

Course Enrollment Details

Student will be added to following Course Enrollment record:

Term:	Fall FY 2022 - 2023
School:	Arizona Union High School (CTDS: 000000201)
CTE Program Number:	01830100
CTE Program Name:	Veterinary Assisting (NT-M)
CTE Course Number:	01830110
CTE Course Name:	Veterinary Assisting I
Local Course Title:	Vet Assisting 1
Class Period:	1
Articulated Location:	Articulated

Student Details

Student ID(SUID)* : [_____] Search

Add Student   Close

Success: Student has been added to the course enrollment.

Once added, a success message will be displayed.

To add another student, type a new SUID in the search field and click search.

If you have no additional students to add at this time, click Close.

Enrollment – Manual Entry

Student Enrollment Record

Course Enrollment Details

Student will be added to following Course Enrollment record:

Term: Fall FY 2022 - 2023
School: Arizona Union High School (CTDS: 000000201)
CTE Program Number: 01830100
CTE Program Name: Veterinary Assisting (NT-M)
CTE Course Number: 01830110
CTE Course Name: Veterinary Assisting I
Local Course Title: Vet Assisting 1
Class Period: 1
Articulated Location: Articulated

Student Details

Student ID(SUID)* : 19181875   [Search]

[Add Student]   [Cancel & Close]

Error – student is not enrolled at this school and cannot be added to this enrollment record.
Error – only students in grades 9 – 12 can be added.

> If the SUID is not found or has an error, the error message will be displayed below. The student cannot be added if any errors exist.

Enrollment – Manual Entry – Student Details

Student Details

Add Student

Show [50 ▼] entries   Search: [   ]

Student ID	Student Name	Grade	Credits Earned ❓	Student Type*	Select For Deletion ❓ □ Select All
13144169	Lauren Learner	9	0.50	CTE participating public sc... ▼	□

Showing 1 to 1 of 1 entries   Previous [1] Next

Credits and student type may be modified in-line for existing students.

If you make any changes, be sure to click Save All Changes to close the page.

Students may be bulk uploaded into records that were created manually or added manually to records that were created via a bulk upload.

Enrollment – Bulk Upload

Download the templates online at www.azed.gov/cte/data.

District/Charter Templates:
CTEDs should not use these!

- Nonarticulated Enrollment

- Articulated Enrollment

- Postsecondary Articulated Enrollment

CTED Templates
Districts/Charters should not use!

- CTED (Central + Community College) Enrollment

Enrollment – Bulk Upload

Download the templates online at www.azed.gov/cte/data.

CTDS: Type the 9-digit CTDS number for the school at which the record will be created – where the student is enrolled.

Term: Type (without quotes) "1" for Fall term, "2" for Spring term.

Program/Course Numbers: Type the full 8-digit program or course number from the coherent sequence, without periods.

Local Course Title: Type the name of the course as it is called by the LEA, open-text box

Educator ID: For non-postsecondary courses, type the 7-digit ADE-issued EIN for the instructor

Enrollment – Bulk Upload

Download the templates online at www.azed.gov/cte/data.

Teacher Email: Type the teacher's organizational email address.

Period: Type the class period designation for the class.

SUID: Type the student's state ID number.

Student DOB: Type the student's date of birth in mm/dd/yyyy format.

Credits Earned: Type the numerical value for the credits earned in this class, in this term.

Student Type: Type the appropriate student type code value. Check the instructions tab for a list of student types.

Enrollment – Bulk Upload

Download the templates online at www.azed.gov/cte/data.

The system automatically creates course enrollment records and groups students based on the following columns:

- CTDS
- Term
- Program Number
- Course Number

- Local Course Title
- Educator ID/Email
- Class Period
- Articulated Location (if applicable)

If all these columns match, the student records (rows on the template) will be grouped together. If any are different, a new course enrollment record will be created.

Enrollment – Bulk Upload

Download the templates online at www.azed.gov/cte/data.

Nonarticulated

Articulated

Postsecondary Articulated

Note no EIN field – provide teacher first and last name.

Enrollment – Bulk Upload

Download the templates online at www.azed.gov/cte/data.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	CTDS	Term	Program Number	Course Number	Local Course Title	Teacher First Name	Teacher Last Name	Teacher Email Address	Period	Articulated CTDS	SUID	Student Birthdate	Credits Earned	Student Type
2														
3														

Which schools are considered postsecondary?

- Any community college
- Any CTED community college
  - Taught at college, funded by CTED
  - See list online.

CTED Name	CTED at Postecondary Site Name	Site CTDS
Cobre Valley Institute of Technology District	CVIT - Central Campus EAC Gila Pueblo	110802007
Cobre Valley Institute of Technology District	CVIT - Central Campus CAC Aravaipa	110802009
Cochise Technology District	CTD - Cochise College	020801012
Coconino Association for Vocation Industry and Technology	CAVIAT - CCC Central Campus	030801009
Coconino Association for Vocation Industry and Technology	CAVIAT - Flagstaff Central Campus	030801014
Coconino Association for Vocation Industry and Technology	CAVIAT - Page Central Campus	030801010
Gila Institute for Technology	GIFT - Gila Institute for Technology (EAC Thatcher)	050802001
Mountain Institute JTED	MIJTED - Yavapai College CTEC	130802008
Northern Arizona Vocational Institute of Technology	NAVIT - NAVIT Courses (Welding Shop)	090835206
Northern Arizona Vocational Institute of Technology	NAVIT - Gila Community College	090835217
Northern Arizona Vocational Institute of Technology	NAVIT - Northland Pioneer College WMC	090835212
Northern Arizona Vocational Institute of Technology	NAVIT - Northland Pioneer College STJ	090835216
Northern Arizona Vocational Institute of Technology	NAVIT - Northland Pioneer College SCC	090835213
Northern Arizona Vocational Institute of Technology	NAVIT - Northland Pioneer College SPE	090835218
Northern Arizona Vocational Institute of Technology	NAVIT - Northland Pioneer College PDC	090835214
Northern Arizona Vocational Institute of Technology	NAVIT - Northland Pioneer College LCC	090835215
Pima County JTED	Pima County JTED/Pima Community College	100811218
Southwest Technical Education District of Yuma (STEDY)	STEDY- Arizona Western College	140801008
Valley Academy for Career and Technology Education	VACTE - Yavapai College Sedona Center	130801007
West-MEC - Western Maricopa Education Center	West-MEC - Glendale Community College North	070802286
West-MEC - Western Maricopa Education Center	West-MEC - Glendale Community College	070802284
West-MEC - Western Maricopa Education Center	West-MEC - Estrella Mt Community College	070802285
West-MEC - Western Maricopa Education Center	West-MEC - Gateway Community College	070802280
Western Arizona Vocational District #50	WAVE Arizona Western College	080850007
Western Arizona Vocational District #50	WAVE Mohave Community College	080850008

Note: CTED sites on this list do not require an ADE-issued Educator ID number when reporting enrollment in the CTE Data Portal.

Enrollment – Bulk Upload – CTED Template

Download the templates online at www.azed.gov/cte/data.

CTED-only Template

CTDS: Type the 9-digit CTDS number for the school at which the record will be created – where the student is enrolled.

Term: Type (without quotes) "1" for Fall term, "2" for Spring term.

Program/Course Numbers: Type the full 8-digit program or course number from the coherent sequence, without periods.

Local Course Title: Type the name of the course as it is called by the LEA, open-text box

Educator ID: For non-postsecondary courses, type the 7-digit ADE-issued EIN for the instructor. For postsecondary courses, leave blank.

Enrollment – Bulk Upload – CTED Template

Download the templates online at www.azed.gov/cte/data.

Teacher Email: Type the teacher's organizational email address.

Period: Type the class period designation for the class.

SUID: Type the student's state ID number.

Student DOB: Type the student's date of birth in mm/dd/yyyy format.

Credits Earned: Type the numerical value for the credits earned in this class, in this term.
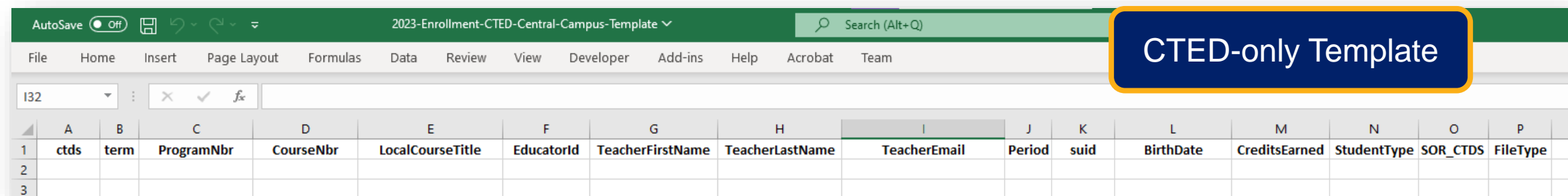
Student Type: Type the appropriate student type code value. See instructions tab for list.

SOR CTDS: Type the 9-digit CTDS number for the student's regular high school – if applicable (if student type = 1). Otherwise, leave blank.

File Type: Type (without quotes) "CTED".

Enrollment – Comparing District to CTED data

District-reported articulated enrollment data should be congruent with CTED-reported enrollment data if the following is true:

- The district is reporting enrollment for courses taught at a CTED central or community college campus.

- The CTED is reporting enrollment for its own central or community college campuses for district-articulated students that attend a satellite campus/member district school for their non-CTED courses.

The system checks for congruence using the following elements:

- For each student in a district-reported, articulated (CTED) course, the articulated CTDS is checked for the same SUID in the same term and course with the same teacher.

- For each student where student type = 1 in a CTED-reported course, the SOR CTDS is checked for the same SUID in the same term and course with the same teacher where the articulated CTDS (at the SOR) is the same as the CTED.

Enrollment – Comparing District to CTED data

CTED Member Districts

Use CTED coherent sequence report to see what programs are offered and where.

- Member districts should ensure that their courses align to what the CTED is offering.
- Use the official program names and numbers when comparing coherent sequences.

1. Go to Reports > District Reports
2. Generate the Coherent Sequence Summary report
3. Generate the <u>CTED</u> Coherent Sequence Summary report
4. Compare programs, courses, and locations to ensure that your articulated courses align with the CTED's central campus courses

CTED/School Articulated Enrollment Discrepancy Report

Left side shows students enrolled in the course detailed in the header that have been submitted by the district school.

Report header shows program, course, location, term, and teacher information. All information must match between CTED enrollment data and school enrollment data to populate on this report.

Right side shows students enrolled in the course detailed in the header that have been submitted by the CTED.

Program Number: 47060050	Program Name: Aircraft Mechanics (NT-F)	Course Number: 47060014	Course Name: Aircraft Mechanics I	Course Taught By: CTED - Central Campus	Term: 1	Teacher Name: Edna Educator (5555555)
Students Reported by District			**Students Reported by CTED Site**			
Grand Canyon Scool			CTED - Central Campus			
SUID	Student Name	Credits Earned	SUID	Student Name	Credits Earned	Match
87654321	Lauren Learner	3	87654321	Lauren Learner	3	Y
11111111	Peter Pupil	3				N
			12345678	Samuel Student	3	N
81726354	Skyler Scholar	1	81726354	Skyler Scholar	3	N

Blanks on the left side mean that the CTED has submitted a student that the district has not yet submitted AND the CTED has indicated that the student's regular school is the school on the left.

If both district and CTED have reported the same student in the same course (match), then the student's ID number and name will appear on both sides (credits must also match to be considered a "Y" in the Match column).

Blanks on the right side mean that the district school has submitted a student that the CTED has not yet submitted AND the school has indicated that the student's place of instruction is the CTED site on the right.

If all elements match (including credits), a "Y" is displayed, otherwise, an "N" is displayed.

These instructions are available online at www.azed.gov/cte/data (under CTE Data Portal User Guide and Training)

Deleting Enrollment – Three Ways

Please note that deleting enrollment will also delete any corresponding credentials!

1 Delete all enrollment for a term.

2 Delete a specific course record.

Deleting Enrollment – Three Ways

Please note that deleting enrollment will also delete any corresponding credentials!

3 Delete a specific student.

Course Enrollment Record

Enrollment Type: Non-Articulated
Program Number & Name: 11020200 : Software and App Design
CTE Course Number & Name: 11020213 Software and App Design I
Local Course Title: Software and App Design I

Teacher Information

Educator Id: 4675963 Teacher Name: EDNA EDUCATOR
Email Address: Edna.Educator@azhighschool.org Appropriately Certified: Yes

Enrollment Information

Period: 3

Enrollment Counts

Grade Count:	Grade 9:	0	Grade 10:	12	Grade 11:	7	Grade 12:	4

Gender Count:	Female:	5	Male:	18

Special Population:	Special Needs:	3	Economically Disadvantaged:	9	Single Parent:	0	Non-Trad Gender:	0
	English Learner:	0	Homeless:	0	Foster Care:	0	Military Parent Active Duty:	0
	Migrant:	0						

Student Details

Show [50 ▾] entries   Search: [   ]

Student ID	Student Name	Grade	Credits Earned ❓	Select For Deletion ❓ ☐ Select All
64798535	Peter Pupil	10	0.5	☐
54692842	Lauren Learner	11	0.5	☑

Are you sure you want to delete the student(s) enrollment for the course along with any related credential(s) in the current year?

OK   Cancel

73

Enrollment– Finalizing

Be sure to finalize both Fall and Spring!

Once complete, click the red Finalize button to submit the enrollment to the Department. If any changes occur after finalizing, be sure to finalize again.

SECTION 5

Credentials

Industry Credentials

An industry credential may be reported for any student enrolled in a CTE program. The student must have an enrollment record in the system for a credential to be reported (for that program).

The system will accept credentials for two consecutive fiscal years:

 - FY 2022 credentials until June 30, 2023

 - FY 2023 credentials until June 30, 2024

Credentials

Credentials

Switch between fiscal years

Credentials

Credentials

Report all attempts, even unsuccessful attempts.

- If enrollment is found, a credentials page will be displayed for the student, including any credentials that have already been reported.

- To add a credential, use the top line of the grid (in light green above) – select the appropriate options from the drop-down menus. The menu will show the student's enrollment and any approved credentials for the selected program.

- Click <u>Create</u> at the far right of the row to add the credential.

- Certificate/License Number is optional (field is displayed if student passes credential test).

80

Credentials

Home Contacts Coherent Sequence Enrollment ⌄ Participant/Concentrator Placement Survey Credentials Upload ⌄ Exemption Reports ⌄ Help ⌄

Welcome **District, CTE User** ! Log Off
Arizona Union High School District - (000000)

2022 Credential   Click here for instructions   **Fiscal Year:** 2022 ⌄

Campus Name: Arizona High School (CTDS: 00-00-00-201) ▼
District Name: Arizona Union High School District (CTD: 00-00-00)

Add Student Credential
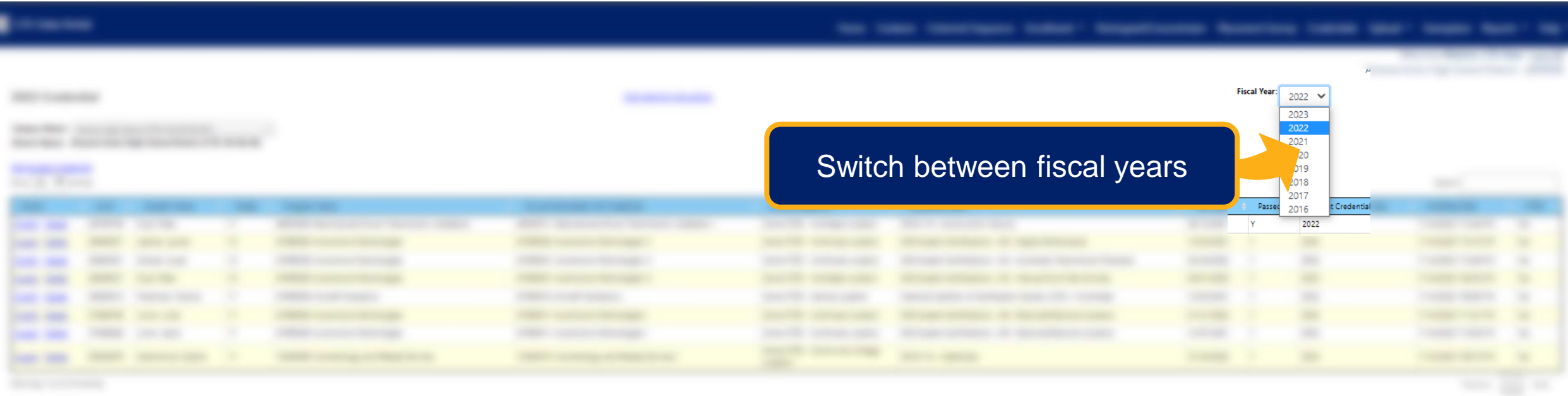
Show 50 ⌄ entries   Search:

Action	SUID	Student Name	Grade	Program Name	Course Associated with Credential	Course Taught By	Credential Name	Test Date	Passed	Recent Credential Year	Modified Date	CTED
Modify Delete	28756736	Pupil, Peter	11	46030020: Electrical and Power Transmission Installation	46030011: Electrical and Power Transmission Installation I	Some CTED - Northeast Location	OSHA 10 – Construction Industry	08/12/2021	Y	2022	7/14/2022 7:13:44 PM	Yes
Modify Delete	29400331	Learner, Lauren	12	47060020: Automotive Technologies	47060025: Automotive Technologies III	Some CTED - Northwest Location	ASE Student Certifications – A8 – Engine Performance	12/02/2021	Y	2022	7/14/2022 7:12:15 PM	Yes
Modify Delete	29400331	Scholar, Susan	12	47060020: Automotive Technologies	47060031: Automotive Technologies IV	Some CTED - Northwest Location	ASE Student Certifications – A2 – Automatic Transmission/Transaxle	02/24/2022	Y	2022	7/14/2022 7:12:46 PM	Yes
Modify Delete	29400331	Pupil, Peter	12	47060020: Automotive Technologies	47060031: Automotive Technologies IV	Some CTED - Northeast Location	ASE Student Certifications – A3 – Manual Drive Train & Axles	04/01/2022	Y	2022	7/14/2022 7:42:32 PM	Yes
Modify Delete	29920013	Freshman, Frannie	11	47060050: Aircraft Mechanics	47060014: Aircraft Mechanics I	Some CTED - Central Location	National Coalition of Certification Centers (NC3) – Multimeter	10/25/2021	Y	2022	7/14/2022 7:08:05 PM	Yes
Modify Delete	37846749	Junior, Junie	11	47060020: Automotive Technologies	47060011: Automotive Technologies I	Some CTED - Northwest Location	ASE Student Certifications – A6 – Electrical/Electronic Systems	01/21/2022	Y	2022	7/14/2022 7:11:21 PM	Yes
Modify Delete	37848248	Junior, Jason	11	47060020: Automotive Technologies	47060011: Automotive Technologies I	Some CTED - Northwest Location	ASE Student Certifications – A6 – Electrical/Electronic Systems	12/07/2021	Y	2022	7/14/2022 7:10:20 PM	Yes
Modify Delete	93823979	Sophomore, Sophie	11	12040000: Cosmetology and Related Services	12040010: Cosmetology and Related Services I	Some CTED - Community College Location	OSHA 10 – Healthcare	01/24/2022	Y	2022	7/14/2022 7:09:10 PM	Yes

Showing ... entries   Previous 1 Next

Click <u>Modify</u> to open the credential page for a student. You can modify any credential record for a student on the same page.

Click <u>Delete</u> to delete an individual credential record.

81

A couple of notes about credentials…

- Report all credential attempts, even unsuccessful attempts.

- Credentials reported in the CTE Data Portal are used for Perkins performance measure 5S1 Industry Credentials.

- If enrollment is deleted, any corresponding credentials are also deleted – keep this in mind when making changes to your enrollment data.

Credentials Upload - Template

Download template from the CTE Data and Accountability website: www.azed.gov/cte/data.

Columns match the Credentials page in the CTE Data Portal.

Do each fiscal year separately if reporting for last year too.

Credentials Upload - Template

- **Fiscal Year:** Type (without quotes) "2023" or "2022" depending on when the student was enrolled.

- **School of Residence CTDS:** Type the 9-digit CTDS number for the school at which the student's enrollment record exists (either as articulated or nonarticulated).

- **Program Number/Course Number:** Type the CIP codes for the Program and Course in which the student was enrolled and for which they earned the credential.

- **Course Taught by CTDS:** If nonarticulated, it will be the same as Column B. If articulated, type the 9-digit CTDS number for the school where the student was taught.

- **Student SUID/DOB:** Type the student's state student ID number and date of birth.

- **Test Date:** Type the date on which the student took the credential assessment in mm/dd/yyyy format.

- **Pass/Fail:** If the student passed the test and earned the credential, type (without quotes) "Y". Otherwise, if the student didn't pass, type (without quotes) "N".

- **Credential Code:** Type the corresponding credential code for the credential attempted (see next slide)

- **Certificate Number:** If the student passed, provide the (optional) certificate/license number.

Credentials Upload – Credential Codes

CTE Data and Accountability

CTE Data Portal

Useful tools and resources for LEA staff that report Career and Technical Education data. Resources for community colleges can be found on the CTE Postsecondary web page.

Important Dates & Deadlines **LEA Responsibilities** **CTE Administrator Resources**

▶ **CTE Data Portal User Guide & Training**

▶ **Templates & Forms**

▶ **Technical Guidance Documents**

▼ **Additional Resources**

- List of CTE Participating Districts and Schools with CTED
- List of CTED Locations at a Postsecondary Campus
- FY 2023 Teacher Certification Requirements Cheat Sheet - Coming Soon
- FY 2023 Credential Codes for Bulk Upload Template - Coming Soon
- FY 2022 Credential Codes for Bult Upload Template - Excel ~ PDF
- Online Arizona Certification Information System (OACIS)

2022 CTE Industry Credentials List with Codes for File Upl

Use the **Credential Code** from this list on the Credential File Upload template.
Please note that Credential Codes change on an annual basis - please be sure to use the most up-to-date version of this list downloaded fro

Program Number	Program Name	Credential Code	
52030100	Accounting	1868	Certificate of Proficiency: Bo
52030100	Accounting	1869	Microsoft Office Specialist (MOS
52030100	Accounting	1870	Microsoft Office Specialist (M
52030100	Accounting	1871	Microsoft Office Specialist
52030100	Accounting	1872	Microsoft Office Specialist (M
52030100	Accounting	1873	Microsoft Office Specialist (
52030100	Accounting	1874	Microsoft Office Specialist (MOS
52030100	Accounting	1875	NAFTrack Certification – Acad
52030100	Accounting	1876	QuickBooks Certified User
52030100	Accounting	1877	QuickBooks Certified User (QB
52030100	Accounting	1878	QuickBooks Certified User (QB
52030100	Accounting	1879	QuickBooks Certified Use
12040900	Aesthetics	1929	Arizona Aesthetician Lice
12040900	Aesthetics	2027	OSHA 10 – Healthcare
01040100	Agricultural and Food Products Processing	2011	Agricultural Biotechnology Certifica

AutoSave ⬤ Off | 2023-District-and-CTED-Credential-File-Upload-Template (1) ∨ | Search (Alt+Q)

File Home Insert Page Layout Formulas Data Review View Developer Add-ins Help Acrobat Team

G7

	A	B	C	D	E	F	G	H	I	J	K
1	FiscalYear	School of Residence CTDS	Program Number	Course Number	Course Taught By CTDS	Student SUID Number	Student Birth Date	Test Date	Pass/Fail	Credential Code	Optional Certificate/License Number
2											

Credentials Upload

Be sure you are using the correct fiscal year!

- To upload a credential file, click <u>Choose File</u> (may also say <u>Browse</u>) and find the completed template on your computer.

- Click **Upload** to process the file. You will be prompted with an upload confirmation. Click **Yes** to upload the file.

Credentials Upload – Credential Errors

- Uploaded file must have 11 columns. Please download the latest template and update the data.
  - You may be using the incorrect template. Download a fresh copy from the CTE website (www.azed.gov/cte/data)

- Credential already exists for this student.
  - The credential has already been reported for this student and cannot be duplicated. Remove it from the upload file.

- No matching enrollment exists at this school.
  - The system could not find enrollment that matched 1) fiscal year, 2) school, 3) program, 4) course, 5) course location (if articulated) from the template in the CTE Data Portal enrollment data. Ensure that the student's enrollment exists or change the template to match the student's existing enrollment.

- A valid program (or course) number is required.
  - The program (or course) number in the template doesn't match the coherent sequence – ensure that the numbers are typed correctly without any periods.

- Credential code is invalid for the selected program.
  - The credential code doesn't exist for the program in the template. Ensure that you are using the correct code. Be sure to look at the list for the appropriate fiscal year. Credentials approved for multiple programs each have their own code.

SECTION 6

Participants/Concentrators

Participants and Concentrators

- Participants are students that pass at least one course in the reporting year (earn at least 1 credit).

- Concentrators are students that pass at least two courses (worth at least one credit each) in a single CTE program during high school (except internships, cooperative education, and diversified cooperative education).

- Students may be participants and/or concentrators in multiple programs simultaneously.

Participants and Concentrators Credits

- Credits are imported from current year Course Enrollment and any prior year Participant/Concentrator records.

- Credits may be different at a CTED vs at a District depending on what was reported, i.e., CTED and District PC records are treated as separate records.

- Credits reported prior to FY 2022 (by districts only) were imported into CTED records.

- Credits come from enrollment – districts and CTEDs should ensure that their enrollment aligns (use the enrollment discrepancy report).

Participants and Concentrators

Participants and Concentrators are identified by the CTE Data Portal and displayed on the **Participant/Concentrator** page.

Districts should review their Participants/Concentrators, **no data reporting is required on this page.**

Participants/Concentrators are **auto-generated** twice per fiscal year (see calendar) and do not reflect real-time credit data.

Participants and concentrators are used to create reports, such as Perkins performance measures reports, CTED achievement profiles, state-level reports, etc.

Participants/Concentrators

Click View in the Action column to view an individual record.

SUID/Student Name/Grade – student information

Program Number/Name – Program for this particular record. Student may have multiple records, each for a different program.

Enrollment Status – based on AzEDS exit codes, see slide on Enrollment Status

Assessment – refers to the Technical Skills Assessment for this record's program

Special Pops – indicates if student has any special population attributes

C/U – indicates total number of credits earned by student in this record's program

P and **C** – indicate Participant (P) and Concentrator (C), respectively

Participants/Concentrators

Student may have multiple records, each for a different program.

Page shows "enrollment status" based on AzEDS exit codes.

Participants are indicated with a "P". Concentrators are indicated with a "C".

Students may be both a participant and a concentrator or be neither in the reporting year.

View the Verification Report and the CSV Download to easily review data on this page.

Participant/Concentrator – Verification Report

Multiple pages

Participants/Concentrators – Individual record

2022 Participant Concentrator

Student Information

SUID: 39686773   **Student Name:** Pupil, Peter   **Birth Date:** 8/7/2007   **Gender:** M   **Grade:** 9   **Cohort Year:**   **Race:**   Asian   **Ethnicity:**   Non-Hispanic/Latino   **Student Enrollment Status:**   SE - Student is still enrolled in secondary education   **Special Population Status:**   Economically Disadvantaged   **Student Type:** CTE participating public school/charter school

School Of Residence: Arizona Union High School (000000201)   **School Of Attendance:**   Big Ditch High School (000000202)

CTE Carnegie Units earned in fiscal year

	Program Name	Total CU	2022	2021	2020	2019	2018	.10 Intro Course	CU Units Required	CTE Assessment Data
	50060200 : Film and TV Production (NT-F)	1	1	0	0	0	0	0	2	

Showing 1 to 1 of 1 entries

Each individual Participant/Concentrator record shows general student information and the student's credit history for the particular program.

".10 Intro Course" refers to shared introductory courses which could be offered prior to 2018. Shared intro courses are no longer available, but student's credit earned in those courses is still valid.

"CU Units Required" indicates the number of required courses/credits to complete the program (does not affect how many credits are required to become a concentrator).

"CTE Assessment data" refers to the student's TSA test date and pass/fail, if applicable.

Enrollment Status Codes

AzEDS Exit Codes ("leave codes") have been replaced with an "Enrollment Status" code:

Code	Students
GR	Students have **graduated** from high school – concentrators qualify for Placement Survey.
LS	Students have **left secondary** education in Arizona (other than graduates) & concentrators qualify for Placement Survey.
NE	Students are **no longer enrolled** in secondary education in Arizona & concentrators do <u>not</u> qualify for Placement Survey.
SE	Students are **still enrolled** in secondary education in Arizona.
SU	Student's **status is unknown**

SECTION 7

Placement Survey

Placement Survey

- Concentrators that exit secondary education are eligible for a placement survey to record their activities in the six- to nine-month timeframe after they leave high school.

- The system generates the list of placement surveys based on concentrators, users cannot make or remove a placement survey from the list.

- The placement survey lags one year behind all other modules (the prior school year).

Placement Survey – Main Page

Click View (or Modify) in the Action column to view/modify the individual placement survey.

SUID, **Last Name**, **First Name** – Student information
Program Number/Name – Program for this particular placement survey, students may have more than one survey if they were a concentrator in more than one program
Modified Date – date that the placement survey was last modified, if no changes yet saved, this is blank
Has Placement – "Yes" if the student has placement in any category
CTED – indicates if program was articulated and taught at a CTED.

View the Verification Report and the CSV Download to easily review data on this page.

Placement Survey – Verification Report

2022 Placement Verification Report

CTD: 000000   Arizona Union High School District
CTDS: 000000201   Arizona High School

Program Number	Program Description	Active As Of	Placements Reported	Related Placement
10020030	Graphic Design	2016	3	2
10020090	Film and TV Production (NT-F)	2014	14	2
12040000	Cosmetology and Related Services (NT-M)	2014	0	0
13121000	Early Childhood Education (NT-M)	2014	14	14
15120040	Software and App Design	2016	8	7
28010100	Air Force JROTC (NT-F)	2019	3	1
43010000	Law and Public Safety (NT-F)	2015	3	2
46030020	Electrical Power Transmission Installation (NT-F)	2021	1	1
46040020	Construction Technologies (NT-F)	2014	1	0
47060020	Automotive Technologies (NT-F)	2015	1	1
47060050	Aircraft Mechanics (NT-F)	2014	0	0
51060000	Dental Assisting (NT-M)	2020	2	2
51080020	Pharmacy Support Services (NT-M)	2016	1	0
51080050	Sports Medicine and Rehabilitation (NT-M)	2014	30	30
51090030	Emergency Medical Services	2014	3	2
52180020	Marketing	2014	1	0
51080800	Veterinary Assisting (NT-M)	2016	1	1
51080600	Physical Therapy Assistant	2021	1	1
15061200	Energy and Industrial Technology (NT-F)	2018	1	1
Totals			88	67

Page 2 of 23

Multiple pages

2022 Placement Verification Report

CTE Program/Student List

CTDS: 000000201   Arizona Union High School
Program: 10020030   Graphic Design

Last Name	First Name	Student Unique Identifier (SUID)	Related Placement	Post secondary	Advanced Training	Military	Peace Corps	National Service Program	Employment
		29502820	N	N	N	N	N	N	N
		29956548	N	Y	N	N	N	N	Y
		29794546	N	N	N	N	N	N	N
		26975535	Y	Y	N	N	N	N	N
		27894576	N	N	N	N	N	N	N
		29965106	N	N	N	N	N	N	N
		29662784	N	N	N	N	N	N	N
		29540884	N	N	N	N	N	N	N
		29768066	N	N	N	N	N	N	N
		30609860	N	N	N	N	N	N	N
		93531813	N	N	N	N	N	N	N
		24232974	N	N	N	N	N	N	N
		30198203	N	N	N	N	N	N	N
		28651161	N	N	N	N	N	N	N
		29084098	N	N	N	N	N	N	N
		28890867	N	N	N	N	N	N	N
		29961368	N	N	N	N	N	N	N
		29506729	N	N	N	N	N	N	N
		29956395	N	N	N	N	N	N	N
		30597884	Y	Y	N	N	N	N	N
		29794508	N	N	N	N	N	N	N
		30290297	N	N	N	N	N	N	N

Total number of Students in Graphic Design program: 22

Page 3 of 23   09/06/2022

Placement Survey – Individual Survey

Placement Record

Program Name: 10020090 - Film and TV Production (NT-F)

Student Information

SUID: 29936359   Student Name: Alberto Alumno   Gender: M   Leave Code: G

Address1:*   Address2:

City:*   State:* - Select State -   Zip:*

Phone: Email Address:

Are you returning from a religious mission? ● No ○ Yes

Postsecondary Education

Are you enrolled in postsecondary education? ● No ○ Yes

Advanced Training

Are you enrolled in an advanced training program?: ● No ○ Yes

Military

Are you in the military? ● No ○ Yes

Public Service

Are you in the Peace Corps? ● No ○ Yes

Are you in a National Service Program? ● No ○ Yes

Peace Corps and National Service Program count as related placement.

Working

Are you working? ● No ○ Yes

Save Changes   Close

Postsecondary Education

Are you enrolled in postsecondary education? ○ No ● Yes

Postsecondary school: * - Select Post Secondary School Nam ▼

Does your program of study relate to your high school CTE program? ● No ○ Yes

What level of postsecondary education are you pursuing?* - Select Education - ▼

Advanced Training

Required questions are indicated with a red asterisk (*).

Answering Yes to any question will prompt additional questions.

One of the dependent questions asks if the placement is related to the CTE program – this affects related placement funding.

Be sure to click Save Changes to save!

Placement Survey – Resources

Helpful resources online at www.azed.gov/cte/data.

- Upload template
- Paper form template for collecting responses
- Google Forms template
- Microsoft Forms template

Templates & Forms

Enrollment

- Nonarticulated Enrollment Bulk Upload Template
- Articulated Enrollment Bulk Upload Template
- Postsecondary Articulated Enrollment Bulk Upload Template
- CTED (Central + Community College) Enrollment Bulk Upload Template (CTEDs only)

Industry Credentials

- Industry Credentials Bulk Upload Template - Excel

Placement Survey

- Placement Survey Bulk Upload Template

Some districts opt to use a paper or digitized, fillable survey form to collect placement surveys from past students. ADE/CTE has prepared a single sheet fillable form that contains all required fields for the placement survey. This optional survey form can be downloaded and saved as a PDF and printed or filled out on the computer.

- Placement Survey Form

Many districts opt to use digital survey tools to collect placement surveys from past students. Microsoft Forms and Google Forms are popular options. Below are Placement Survey templates that districts can download, customize, and then share to survey recipients. By using one of these pre-made form template, school administration user(s) must first add the template to their own accounts and then publish the survey. School administration users may also modify the templates to meet any of their own unique needs. ADE/CTE assumes no responsibility for the use of these templates or any responses collected using these templates. Click on the links below to access the templates.

- Instructions: Copying Microsoft Forms or Google Forms Template
- Microsoft Forms Template (You will be prompted to duplicate this form to use as your own. Click the "Duplicate it" button to add the form template to your own Microsoft account.)
- Google Forms Template (You will be prompted to make a copy of the form. Click the "Make a Copy" button to copy the form template to your own Google account.)

CTE Placement Survey

Program: _____   School Year: _____

Student Information	First Name		Last Name		SUID/SAISID	
	Street Address				SUID is the ADE-generat...	
					Unique Identification nu...	
	City/Town, State, and Zip code				formerly known as SAISI...	
					Do not use the student's	
	Phone Number (optional)		Email Address (optional)		number.	

Postsecondary Education	Are you enrolled in postsecondary education?			Yes ○	No ○
	If yes, what is the name of your college/university? →				
	If yes, what level of education are you pursuing? →				
	If yes, does your program relate to the skills learned in the program listed above?			Yes ○	No ○

Advanced Training	Are you in an advanced training program?		Yes ○	No ○
	If yes, what is the name of your training provider? →			
	If yes, is your adva... trai... ...renti...		Yes ○	No ○

Placement Survey – Resources

Helpful resources online at www.azed.gov/cte/data.

- CTE Placement Survey Instructions & Follow-up Recommendations
- Guidance on Related Placements

Placement Survey – Upload

Download template online at www.azed.gov/cte/data.

Check the "Instructions" tab in the Excel workbook for explanations of each column, including data type, length restrictions, and field requirements.

Please refrain from using any periods or special characters in the template (# @ $ % & * ! ^ +)

Many columns are required, even if student doesn't have placement – check the instructions tab to see which columns are required!

Placement Survey Upload

Be sure you are using the correct fiscal year!

- To upload a placement survey file, click <u>Choose File</u> (may also say <u>Browse</u>) and find the completed template on your computer.

- Click **Upload** to process the file. You will be prompted with an upload confirmation. Click **Yes** to upload the file.

- View and resolve any errors in the <u>Error Report</u>. ⚠️

Placement Survey Upload – Error Report

Uploaded : 07/28/2022 22:24

CTD	000000 SCH:201
COUNTY	MARICOPA
DISTRICT	Arizona Union High School District
CAMPUS	Arizona Union High School

Program # Program Title	SAISID	Fiscal Year	Student Information	Military Information	Secondary School Information	Work Information	Placement Report Date	Religious Mission
01000000 Agriscience (NT-F)								
	29588695	2021	Peter Pupil 100 N 15th Ave Phoenix, AZ 85007	Student NOT In Military Not Using Vocational Skills N	Student IN School Not Using Vocational Skills Maricopa County Community College	Student IS Working Not Using Vocational Skills Employer Info : Quality Employment, Inc. 100 N Examen Ave Phoenix, AZ 85001 Phone : Fax : Supervisor :	07-28-2022	Religious Mission Status Unknown Graduation Year :
			- Student record does not qualify as a concentrator. Only concentrators are eligible for Graduate Placement Surveys					

Page 1 of 1

106

Placement Survey Upload – Common Errors

- **Student does not have a Participant Concentrator record at your school for the specified program.**
  - Student couldn't be found in the Participants Concentrators list for the selected school. Ensure that you are using the correct school.

- **Student record does not qualify as a concentrator. Only concentrators are eligible for Placement Surveys.**
  - Student was found but is not a concentrator. The student must be identified as a concentrator by the CTE Data Portal for a placement survey to be created.

- **Only graduates are eligible for placement.**
  - Only students with a GR or LS exit code are eligible for a placement survey. Students still in secondary school (anywhere in Arizona) are not eligible until they exit secondary education and receive the GR or LS enrollment status.

- **[Column name] field should be Y or N.**
  - Field is required but was left blank or an invalid character was provided – ensure that the column has only a Y or N.

- **A valid [column name] is required if…**
  - A dependent column was left blank, ensure that all dependent columns contain the appropriate data.

SECTION 8

Reports

District Reports (CTEDs too)
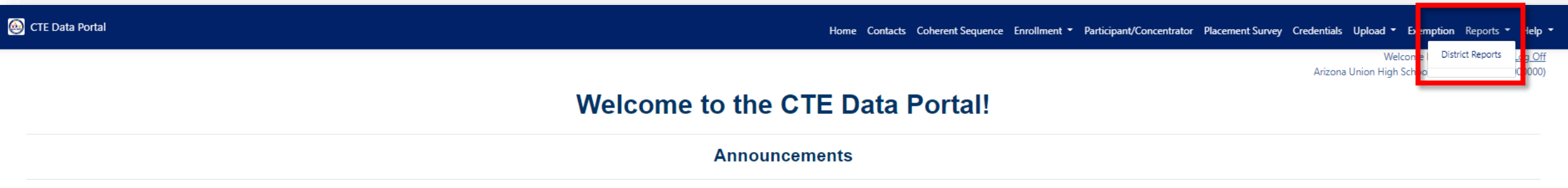
- Most reports are accessed at Reports > District Reports.
- Some pages have report links embedded, such as the verification reports, CSV downloads, and upload error reports.
- Be sure to use the correct fiscal year depending on which data you want to review.
- Most reports can be downloaded as Excel, PDF, or CSV.
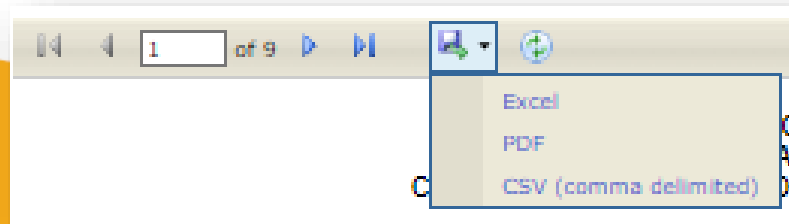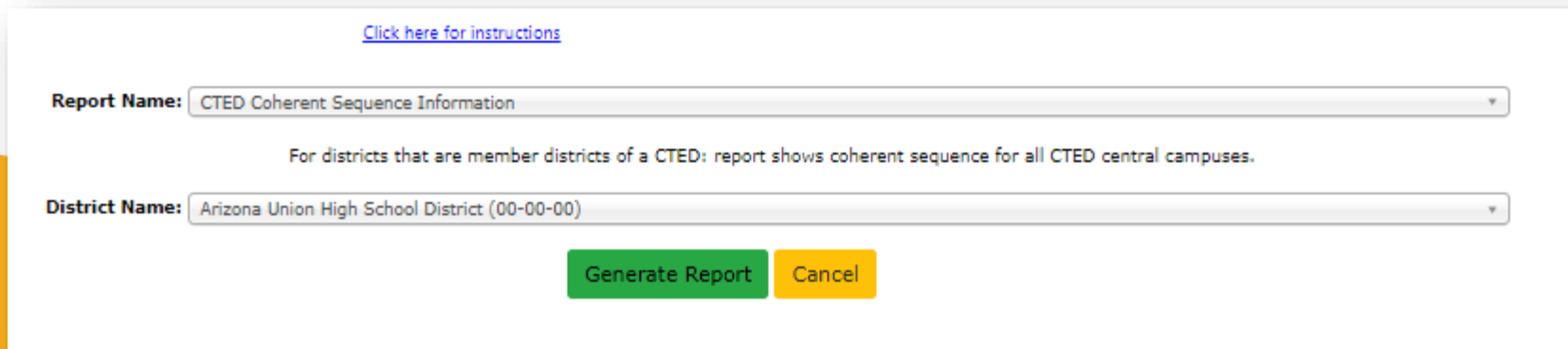
CTED Reports for Member Districts

Some reports are only accessible for districts that are members of a Career and Technical Education District (CTED). Not the actual CTED itself!

These reports show summary information for the CTED's central campuses.

- CTED Coherent Sequence Information

- CTED Credential Summary

- Member District CTED Enrollment Summary

Your school district name will be pre-selected and cannot be changed.

Click here for instructions

Report Name: CTED Coherent Sequence Information

For districts that are member districts of a CTED: report shows coherent sequence for all CTED central campuses.

District Name: Arizona Union High School District (00-00-00)

Generate Report   Cancel

Informational Reports

- Coherent Sequence Information
  - Shows full coherent sequence for selected location(s)

- Disaggregated Credentials by School/District
  - Shows all credentials for selected location(s)

- CTED/School Articulated Enrollment Discrepancy Report
  - Shows differences in enrollment between CTED(s) and school(s) (articulated)

- Enrollment Headcount
  - Shows unduplicated headcount of students by course for selected location(s)

- Disaggregated Student Enrollment Summary
  - Shows list of students by course for selected location(s)

- Enrollment Summary
  - Shows counts of students by class for selected location(s)

- Disaggregated Participant/Concentrator
  - Shows list of students with participant/concentrator record for selected location(s)

Funding Reports

- District Enrollment Funding
- Related Placement Funding
- Funding Summary

Funding Reports

- Courses Ineligible for Funding
- Improper Teacher Certification

Certification requirements by program can be viewed at www.azed.gov/cte/programs

Performance Reports

- Performance Measure Results by District
- Performance Measure Results by School
- Performance Measure Results by District and Program
- Performance Measure Results by School and Program

Performance Measures Results by District
District Level of Performance (DLP)

CTD: 79275

District: Arizona High School District

Date: 7/1/2022

Measure 1S1 Graduation Rates				90% of SDLP
N. Number of CTE concentrators who graduate with their cohort in the reporting year.	25297	Local Performance:	94%	94%
D. Number of CTE concentrators in the cohort in the reporting year.	26911	State Performance:	92.5%	83.25%
		Meet State Level of Performance?	Y	Y

Measure 2S1 Reading Language Proficiency

Definitions

Actual counts (numerator & denominator)

District performance (right side is 90%)

Target performance level for this year

90% of target performance for year

Met/Did Not Meet (N on right side means PIP required)

CTED/School Articulated Enrollment Discrepancy Report

- Report shows differences (discrepancies) between CTED-reported central campus enrollment and school-reported articulated enrollment (for CTED central campus courses).

- Both data sets (CTED-reported and school-reported) should contain the same students.
  - CTED reports all students coming from a member school along with that member school's CTDS
  - School reports all students going to a CTED along with that CTED's CTDS

SECTION 9

State Priority Funding

CTE State Priority Grant

- Programs must meet three criteria to be eligible for funding:

  - Must be taught by an appropriately certified teacher.

  - Must have concentrators within 4 years of starting the program.

  - Must have placement within 4 years of starting the program.

- Teachers must be appropriately certified by May 1 of the school year.

  - Certifications by CTE program can be seen online at www.azed.gov/cte/programs.

CTE State Priority Grant

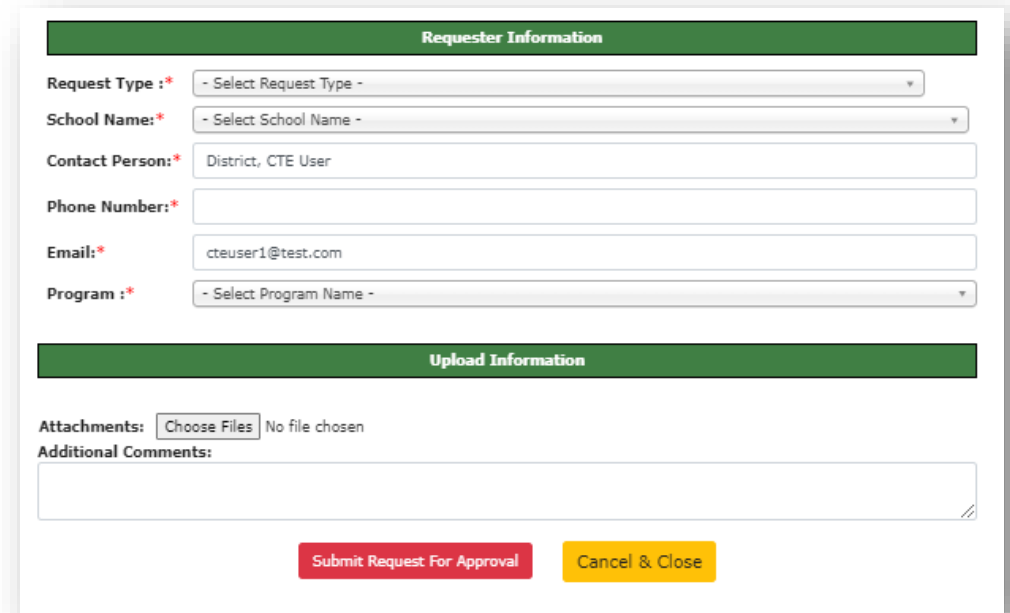Applies to CTE State Priority grant recipients only:

- CTE State Priority grant is based on enrollment (75%) and related placements (25%).

- Enrollment portion is based, for each school, each course's weighted proportionate share of the enrollment statewide for that year (all courses).

  - Grades 9 – 12 are included in the calculation.

  - Students do not need to earn credit to be included in the calculation.

  - Students are counted only once per course regardless of number of records or length of class.

  - Program weight information can be found online at www.azed.gov/cte/programs or on the District Enrollment Funding report.

- Related placement portion is based on each school's proportionate share of all related placements statewide for that year.

  - Students may generate related placement funding for only related placement, regardless of the number of related placements they may have – the system will use only one. Be sure to report all placements!

CTE State Priority Grant

- Use the **District Enrollment Funding**, **Related Placement Funding**, and **Funding Summary** reports to see how your district's allocation was calculated.

- The dollar amount on the final **Funding Summary** report will become your district's allocation in the Grants Management system.

- Final funding is calculated in September and posted into the grant in October (depending on Grants Management timelines).

- There is a one-year-lag on enrollment and grant funding – i.e., 2022 enrollment affects the FY 2023 grant allocation.

- There is a two-year-lag on related placement and grant funding – i.e., 2021 related placements affect the FY 2023 grant allocation.

CTE State Priority Grant – Exemption Requests

- If a course is not eligible for any of the three reasons, you can submit an exemption request.

- In the CTE Data Portal, go to Exemptions, then click [Create New Request](#).

- Fill out the request and click **Submit Request For Approval** .

- The request will be routed to the appropriate CTE staff for review.

- If approved, the course becomes eligible for funding.

- You may submit one exemption per teacher in a five-year period.

- Approved exemptions for improperly certified teachers cover all courses taught by that teacher within the program.

SECTION 10

Local Responsibilities by Month

CTE Data Portal Reporting Cycle

- The full CTE data reporting cycle is 10 months long – from October through July – and roughly aligns to the school year (lags by about 2 months).

- Districts should utilize as much of the data reporting cycle window as possible to avoid too much work at the very end.

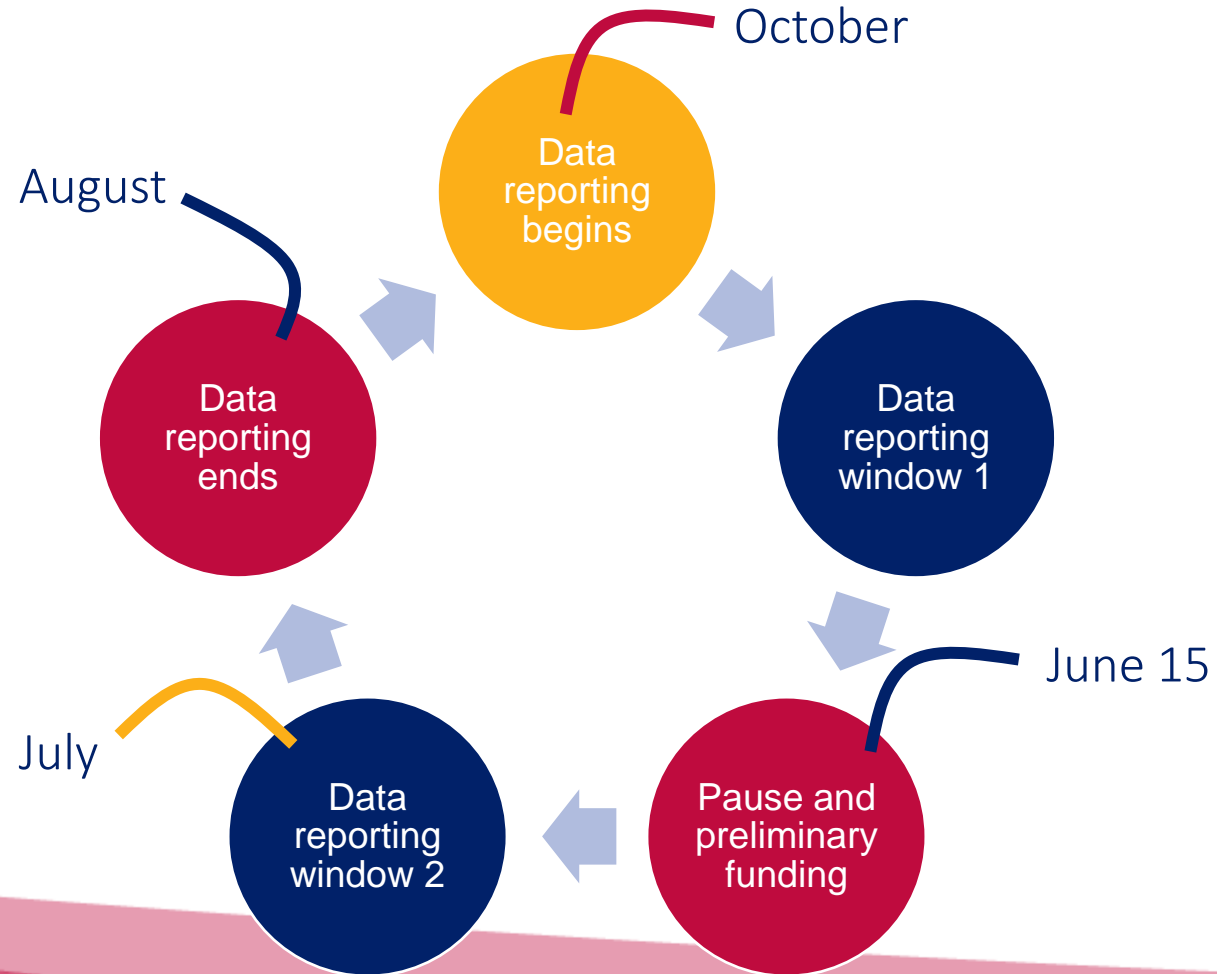- A breakdown of responsibilities by month is online at www.azed.gov/cte/data.

CTE Data Portal Reporting Cycle

CTE Data Portal Reporting Cycle

When	What
October	• Data reporting begins for the new year. • Update contacts before end of October. • Review coherent sequence and make adjustments as needed before end of October. • Work with district SIS staff to get Fall term enrollment data for students enrolled on 10/15 • Report any credentials for students enrolled in the prior year.
November	• Upload Fall term students – even if credits aren't available yet – and fix any errors • Start setting up process for Placement surveys • Begin Placement surveys towards the end of the month
December	• Continue to resolve any errors with enrollment • Continue to do placement surveys, maintain documentation
January	• Submit Fall term enrollment by January 15th. • Finish up placement surveys and upload or record data in the system
February	• Work with district SIS staff to get Spring term enrollment data for students enrolled on 2/15
March	• Upload Spring term students – even if credits aren't available yet – and fix any errors • Finish reporting placement surveys

CTE Data Portal Reporting Cycle

When	What
April	• Begin to review all data • Report student credentials for any earned this school year • Ensure that articulated enrollment is congruent with CTED data (for CTEDs/members)
May	• Review all data for accuracy • Ensure that articulated enrollment is congruent with CTED data (for CTEDs/members)
June	• Submit Spring term enrollment by June 15th. • Submit placement surveys by June 15th. • Submit any funding exemption requests by June 15th. • Ensure that all of last year's credentials are reported by June 30th.
July	• Review preliminary funding reports • Review preliminary performance reports • Adjust/update enrollment and placement data as necessary • Submit all adjustments/updates by July 31st.
September	• Review final funding reports • Review final performance reports • Start performance improvement plan, if necessary

Helpful tips for building an enrollment upload file

- As early as possible in the school year, work with your District's SIS staff or power users to create a query or report that mirrors the upload templates.

- Some SIS vendors have built AZ-specific reports/extracts for these templates – check with your vendor to see if these exist/are accessible for you.

If building a file from scratch:

- Start with a list of students for each CTE CLASS SECTION.

- Focus on getting the lists of students sorted by class section – school, term, program, course, period, local course title, teacher

- Work methodically focusing on one thing at a time – like all classes for a single program or all classes for a single teacher – and then combine them at the end.

Helpful tips for identifying Placement Survey recipients

- Your placement survey list will be published in the system in October, but you may want to know who will be on it ahead of time.

- Anytime after Participants/Concentrators have been created and before placement survey opens:
  - Use the Participant/Concentrator CSV download (for the prior year, the year for which placement surveys will be conducted) to see who will be eligible.
  - Download the Participant/Concentrator CSV to Excel and filter:
    - Filter the Enrollment Status column to show "GR" and "LS" only.
    - Filter the Concentrator column to show Concentrators ("C") only.

- The resulting list will become your placement survey list once it opens.

- Use this list to ensure that you have up-to-date contact info for each of these students.

- CTE recommends collecting updated contact information from students at the beginning or end of each school year. Ask students to provide a phone number or email that will not change after they leave high school and inform them that they may be contacted about six months after they graduate.

Thank You

CTE Accountability

www.azed.gov/cte/data

Questions?

Contact info is online at www.azed.gov/cte/data.

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